

**City of Cambridge Public Works Dept.
Senior Center
Facility User Fees**

NOTICE: Effective July 1, 2005

Rental Fees:

Monday – Sunday (Non-Holidays)

A full rental fee of \$31.00 / hour per staff person shall be charged to Non-City of Cambridge Departments to cover the staffing costs. An hour will be added to the requested time, for set up and break down for the event. A minimum of 4 hours must be requested in order to reserve a room.

Holidays

A full rental fee of \$70.00 / hour per staff person shall be charged to Non-City of Cambridge Departments to cover the staffing costs. An hour will be added to the requested time, for set up and break down for the event. A minimum of 4 hours must be requested in order to reserve a room.

Billing/Payment Requirements:

All fees must be paid in advance in order for a permit to be issued.

Payments must be made out to the **City of Cambridge** and sent or delivered to:

Cambridge Senior Center
806 Massachusetts Avenue
Cambridge, MA 02139
Attn: Pat. Johnson

Please make sure on the check that a note stating “Senior Center” is on it.

Staffing Requirements:

Without food being served by others		With food being served by others	
<u>No. of attendees</u>	<u>No. of Staff</u>	<u>No. of attendees</u>	<u>No. of Staff</u>
1 to 75	1	1 to 50	1
76 to 150	2	51 to 100	2
150 to 200	3	101 to 150	3
		150 to 200	4

Public Building Spaces, available for rent, subject to availability

- **CRLS**
 - Gym
 - Auditorium
 - Main cafeteria
 - Media cafeteria
 - Classrooms
 - Field House and Garage
- **Baldwin School**
 - Gym/auditorium combination
- **Fletcher Maynard Academy**
 - Gym/auditorium combination
- **Graham and Parks School**
 - Gym
 - Auditorium
- **Haggerty School**
 - Gym/auditorium combination
- **Kennedy-Longfellow School**
 - Gym
 - Auditorium
 - Activity Room
- **King- Amigos School**
 - Gym A- large
 - Gym B - medium
 - Auditorium
- **King Open School**
 - Gym
 - Auditorium
- **Morse School**
 - Gym
 - Auditorium
- **Peabody School**
 - Gym
 - Auditorium
- **Tobin School**
 - Gym
 - Auditorium
- **Citywide Senior Center**
 - Second floor Classroom (with kitchen)
 - Ballrooms A & B

CAMBRIDGE PUBLIC SCHOOLS FACILITIES DEPARTMENT
FEE SCHEDULE
Effective January 1, 2005

DETAIL FEE	MONDAY-SATURDAY	SUNDAYS/HOLIDAYS
Custodial	\$ 28 / Hour	\$ 38 / Hour
Security	\$ 35 / Hour	\$ 45 / Hour
Theatre Technician	\$ 25 / Hour	\$ 35 / Hour
Cafeteria Staff	\$ 16 / Hour	\$ 21 / Hour

UTILITY USER FEE SCHEDULE (CAMBRIDGE RESIDENTS)

TYPE OF SPACE	RATE/HOUR. (Air-conditioned)	RATE/HOUR. (Non air-conditioned)
Auditorium--Elementary	\$ 10 (Tobin King, Kennedy)	\$ 5
CRLS Aud./Theater	\$ 25	N/A
Cafeteria--Elementary	\$ 10 (Agassiz, Haggerty, Kennedy, King, Tobin)	\$ 5
CRLS Cafeterias	\$ 25	N/A
Classroom	\$ 5	\$ 2
Gymnasium	\$ 25 (Agassiz, Haggerty)	\$ 5
CRLS Gym/Fieldhouse	\$ 25	\$ 25

RENTAL FEE SCHEDULE (NON-RESIDENTS)

TYPE OF SPACE	RATE/HOUR (Air-conditioned)	RATE/HOUR (Non air-conditioned)
Auditorium--Elementary	\$ 50 (Tobin, King, Kennedy)	\$ 25
CRLS Aud./Theater	\$ 100 (\$ 600 max.)	N/A
Cafeteria--Elementary	\$ 50 (Agassiz, Haggerty, Kennedy, Tobin, King)	\$ 25
CRLS Cafeteria	\$ 100 (\$ 600 max.)	N/A
CRLS Media Cafe	\$ 50	N/A
Classroom	\$ 25	\$ 10
Gymnasium--Elementary	\$ 50 (Agassiz, Haggerty)	\$ 25
CRLS Gym/Fieldhouse	N/A	\$ 100 (\$ 600 max.)
CRLS Garage (In conjunction w/ other space rental)	N/A	\$ 150/Day

Policy & Procedures for Custodial, Security & Food Service Staff Coverage Details

Custodial Coverage

CRLS: no assignment Monday-Friday 6:00a.m. - 9:30p.m. except as follows: (1) Auditorium use, (2) Cafeteria spaces when food is dispensed, (3) If multiple areas are used, consult with Senior Custodian
ELEMENTARY SCHOOLS: Gym= 1 custodian; other areas less than 25 people- no custodian; 26-100 people = 1 custodian; 100+ = 2 custodians; *Note:* Human Services Dept. 150 + requires custodian; weekend/holiday = 1 custodian

Security Coverage

CRLS: only for use of Auditorium, Cafeteria or Garage
POLICE DETAIL: events charging admission require Police Detail

Food Service Staff

For use of any kitchen equipment- warmer, stove, refrigerator, etc. = 1 Food Service Staff